



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DEPARTMENT

(SECTION-2)

Head Office, Dhaka-1000
Bangladesh.

Phone: +8802-9550426-34

Fax: +88-02-9561409

Email: gmhrmd@sonalibank.com.bd

Deputy General Manager

Phone: +8802-9564515

৩৫/১৫

সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা-১০০০

তারিখ: ১৭.০৭.১৮

১. উপস্থাপন করুন
২. আলোচ্য করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ নিন
৬.দিনের মধ্যে সাপোর্ট করুন

ডেপুটি জেনারেল ম্যানেজার

NO.HRMD/OMD/SEC-2/(PF-23574)/

MD LOKMAN HOSSAIN (G-19058)

(Passport No-OC 5130656)

Principal Officer (Join Custodian General)

Sonali Bank Limited

Dhanmondi Corporate Branch

Dhaka, Bangladesh.

Dated : 16 JULY, 2018

Subject : Sanction of 45 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Hajj-2018.

Dear Sir,

Reference may please be made to the letter No. 2522 dated the 04 June, 2018 of General Manager's Office, Dhaka-2 on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-2 the authority has sanctioned 45 days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit K.S.A. for performing Holy Hajj-2018 under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanction letter will be valid only for performing Holy Hajj-2018.

Yours faithfully,

Sd/-

(Abdul Awal Bhuiyan)

Assistant General Manager

Phone: +8802-9551121

Copy forwarded for kind information & necessary action to:-

- General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka. As per their proposal Mr.Muhammad Shoyebur Rahman (C-36989), Principal Officer, Dhanmondi Corporate Branch, Dhaka will hold the charge of (Join Custodian General) temporarily on leave of Mr. Md. Lokman Hossain.
- Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the Leave (Outside Bangladesh) sanction letter in the Bank's website.
- Deputy General Manager, Sonali Bank Limited, Dhanmondi Corporate Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports, Bangladesh.
- Mr.Muhammad Shoyebur Rahman (C-36989), Principal Officer, Sonali Bank Limited, Dhanmondi Corporate Branch, Dhaka.

Assistant General Manager

Abdul Awal Bhuiyan
Asstt. General Manager
Human Resource Management Division
Sonali Bank Limited
Head Office, Dhaka.